



TOWN OF BLUFFTON
Request for Proposals, Project #2010-53
Surveying, Design & Engineering Services for Buckwalter Greenway Trail

The Town of Bluffton is soliciting proposals from a team of licensed South Carolina Surveyors and Engineers or Surveyors and Landscape Architects for the one time surveying and design/engineering services required by the Town of Bluffton to layout and design entrance ramps and boardwalks for a pedestrian trail around the perimeter of Buckwalter Place in Bluffton, SC. The Town is building a mulch trail in the wetland buffer, as well as wooden access ramps to the mulched trail and some short boardwalk sections over wet areas. **Attachment 1** shows the layout of the Buckwalter Place Greenway Trail that is in need of surveying and design/engineering services. **Attachment 2** shows the simple details for the trail and the boardwalk.

This work is being funded by a grant from the SC Department of Parks, Recreation, and Tourism and preference will be given to women or minority owned companies or individuals who are qualified to perform the required scope of work for this project. In addition, due to the nature of the work required and need to collaborate with Town staff, preference will be given to firms located within a 60 mile radius of the project location.

There is a pre-bid meeting that will be held on-site for all interested parties to see the actual project location. Although this meeting is not mandatory, it is highly encouraged. The pre-bid meeting will be on Tuesday, March 23rd, 2010 at 10:00 am. The location will be at Buckwalter Place (corner of Buckwalter Parkway and Bluffton Parkway). We will meet in the parking lot to the left of Publix's (if you are facing the building).

At time of proposal submittal, participating surveyors and engineers/ landscape architects must provide proof of all required professional licensing and appropriate levels of insurance (worker's comp if applicable, vehicle, and general liability of \$100,000 or greater). Also note: although it is not necessary at time of bid, the selected firm(s) must obtain a Town of Bluffton business license before a contract is awarded.

SCOPE OF WORK AND DELIVERABLES

Surveying

1. Boundary, tree, and topographic survey for the following location (See attached map):
 - a. Twenty-five (25) feet wide strip, following the proposed trail layout on the attached map
 - b. The following parcels will be crossed
 - i. R610 029 000 0787 0000 (to edge of curb on Buckwalter Parkway)
 - ii. R610 030 000 1845 0000

- iii. R610 029 000 1540 0000
 - iv. R610 030 000 1850 0000
 - v. R610 030 000 1649 0000
 - vi. R610 022 000 0579 0000 (to edge of curb on Buckwalter Parkway)
2. Plat preparation to show 25 year access easement
 3. Once verified, staking of location shown on attached plan
 4. Provide Town with CAD and PDF files of all surveying work. Note: All electronic and paper files created as part of the project will become property of the Town of Bluffton.
 5. Surveying must be finished within fifteen (15) days of notice to proceed

Design/ Engineering

1. Design & engineer ramps for a pedestrian trail
 - a. Number of Ramps: 2 ramps
 - b. Entrance Elevation: To be determined
 - c. End Elevation: To be determined
 - d. Desired Length: To be determined
 - e. Material: Wood or Recycled Plastic Lumber
 - f. Style: See *Attachment 2*
2. Design & engineer simple, wooden boardwalk with low railing that is ADA accessible and suitable for pedestrian traffic.
 - a. Linear Feet: approximately 7,245
 - b. Width: 4 feet
 - c. Boardwalk Elevation: 2 feet above existing grade
 - d. Material: Wood or Recycled Plastic Lumber
 - e. Style: See attached example
3. Attend four meetings with Town Staff for design & engineering work consultations
 - a. Meeting 1: Kickoff meeting to confirm understanding of project and an explanation of the project
 - b. Meeting 2: Review survey data and proposed design approach
 - c. Meeting 3: Review/ comment on design & engineering in progress
 - d. Meeting 4: Final review/ comment on design & engineering
4. The chosen firm(s) must provide the Town with CAD and PDF files of all design work. Note: All files created as part of the project will become property of the Town of Bluffton.
5. One time Construction Inspection after construction is finished, to ensure ramps and boardwalks are constructed per design & engineering specifications.
6. Design & engineering must be finished within thirty (30) days of notice to proceed
7. In addition, please provide an "a la carte" hourly rate schedule for services provided by key team members should we require additional work not cited in the current Scope of Services.

SERVICES AND ITEMS PROVIDED BY THE TOWN

1. All permitting documents and any permitting fees
2. CAD file for reference and general trail layout
3. Simple detail of pathway and boardwalk (elevation of each)

BID SUBMITTAL

Your bid submittal must contain:

1. Three (3) copies of the entire proposal submittal package
2. Statement confirming ability to meet schedule/time frames required
3. All-inclusive, Not to Exceed price for the project as described including at least one paper and one electronic set of all deliverables if not otherwise noted
4. 3 or more examples of similar project experience, demonstrated via design drawings and/or photos
5. References from 3 different projects, including current contact information and dates of work performed. Note: references must be for work performed by members of the proposed project team and/or local office performing the work if company has multiple offices.
6. Certificate of Insurance showing proof of general and professional liability, worker's comp if applicable (only applicable if 3 or more employees)
7. If applicable, certification documents demonstrating woman and/or minority-owned business status or self-certification via a completed Business Information Form (**Attachment 3**)
8. If applicable, please note if the proposed firm(s) are located within 60 miles of the project location in Bluffton, SC
- 9.

EVALUATION CRITERIA

Bids will be evaluated on:

- Ability to complete project within stated deadlines and overall timeframe: 20%
- Cost for services: 20%
- Previous experience as demonstrated by past project examples: 20%
- References: 20%
- Complete proposal package with necessary professional licensing and insurance documents: 10%
- Woman and/or minority-owned business status: 5%
- Firm's location within 60 miles of project site: 5%

TOWN OF BLUFFTON RIGHTS

Bids must be signed by an official of the company authorized to bind the offeror, and it shall contain a statement that the proposed price is good for a period of at least ninety (90) days from the submittal date.

The Town reserves the right to refuse any and all bids and to waive any technicalities and formalities. The Town reserves the right to negotiate with all qualified offerors. The Town may cancel this solicitation in part or in its entirety if it is in the Town's best interest to do so.

This solicitation does not commit the Town to award a contract, or to pay for any cost incurred in the preparation of your proposals, or to procure or contract for any articles of goods or services.

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods or services.

DEADLINE FOR BID SUBMITTALS

Proposals must be received by 10am on Tuesday, March 30th, 2010. Proposals will be opened and recorder at 10:05am the same day. Proposals may be mailed to Attn: Danny Wilson, Town of Bluffton, PO Box 386, Bluffton, SC 29910 or hand delivered at 20 Bridge Street, Bluffton, SC 29910. Proposals must have Request for Proposals, Project # 2010-53 clearly marked on the outside of the package.

If you have any questions regarding this project, please contact Laura Budak at #843-706-4547, or lbudak@townofbluffton.com

Attachments:

1. Proposed layout of the Buckwalter Place Greenway Trail
2. Trail and boardwalk details
3. Business Information Form